

Bylaws of the City of San Antonio Veterans Advisory Commission (VAC)

ARTICLE 1. Mission

The mission of the Veterans Advisory Commission (VAC) is to serve the Mayor and the City Council in an advisory capacity on issues of common concern affecting the City's military veteran population, as well as their families. The VAC serves as the City's liaison to the veteran community. The Commission advocates on behalf of veterans to members of City Council and makes recommendations for veteran-focused improvements to City services.

ARTICLE 2. Duties

The VAC shall perform the following in support of their mission:

- A. Meet regularly with Council Members and their staff.
- B. Outreach to veterans in their assigned Council Districts on behalf of their respective District Council Member (CM) to ensure that veteran voices are heard and relevant issues and concerns are taken into consideration by City leaders.
- C. Provide members of City Council and their staff information and resources to address veterans' concerns.
- D. Stimulate public and private sector awareness of the veteran community's full potential noting the importance of their contributions to the economic, cultural, and historical sustainability and development of our community.
- E. Research veteran requirements, challenges, opportunities, and resources taking City priorities into account. Propose collaborative solutions to mitigate identified gaps.
- F. Develop a strategic plan that determines the priorities for the year and strives for measurable, actionable goals, designed to support veterans' needs. The plan will be reviewed annually.
- G. Provide a quarterly status report of activities to their respective Council District offices.

ARTICLE 3. Membership

- A. The VAC is composed of eleven primary members appointed by the City Council, one representing each Council District and one representing the Mayor. A member is not required to reside in the District they represent.
- B. Terms of membership is in accordance with the City's rules for Boards and Commissions, codified in Chapter 2, Article IX of the City Code.
- C. Notwithstanding B above, City Council members may appoint a community liaison to engage with the community. Community Liaison members should attend meetings to observe as members of the public, but have no participatory or voting role.

ARTICLE 4. Officers

- A. The officers of the VAC consist of a Chair, a Co-chair, and a Secretary.
- B. Officers are elected by a majority vote of the VAC at the first regular meeting following the bi-annual re/appointments of members. If a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.
- C. The term of office is coterminous with the member's appointment term. An officer continues to serve until a successor is elected.
- D. The Chair or Co-chair presides over meetings, appoints all committees, represents the commission at relevant functions, and coordinates each final meeting agenda with City staff.
- E. The Secretary collects and collates reports on behalf of the Community Liaison members for presentation to the Board, and performs other duties as the VAC deems necessary.

ARTICLE 5. Meetings

- A. At least six members in attendance at each meeting is required to constitute a quorum.
- B. One or more board members must sponsor an item on the agenda by written request to the staff liaison at least seven days prior to a scheduled meeting. The Chair and City staff shall coordinate and finalize meeting agendas.
- C. The VAC will meet a minimum of every other month. An annual meeting schedule will be determined and published each July.
- D. A quorum must convene within 15 minutes of the posted meeting time, or the meeting is canceled. The VAC may still informally discuss items; however, no items are authorized for vote or action. Each agenda item will be added to a subsequent meeting agenda.
- E. The Chair shall adjourn a meeting no later than three hours after the scheduled meeting start time unless the VAC votes to continue the meeting.
- F. Staff liaison may provide comments and supplementary information for agenda items during the meeting.

ARTICLE 6. Committees

- A. Committees must be established by an affirmative vote of the VAC and each shall consist of at least three VAC members appointed by the Chair. The Chair shall appoint a Commission member as the Committee Chair, with the member's consent.
- B. Representatives of the community and relevant organizations may be appointed to a committee by a vote of the VAC. Community Liaison members may be appointed to committees.
- C. Staff liaison may attend committee meetings.

D. A summary of each Committee meeting shall be provided by Committee chairs at the next VAC meeting, as well recommendations of items for action/vote by the Commission.

The bylaws were approved by the San Antonio City Council on DD MMM 2022.

(Chair)